



# Neighborhood Matching Grants Liaison Training

**Friday, August 3, 2007**

# Goal of Neighborhood Matching Grants

- To provide financial support for resident and community based programs and activities that foster civic pride, enhance and beautify neighborhoods, and improve neighborhood vitality and participation.
- The program will benefit the City of Arlington by:
  - making neighborhoods more attractive and safer,
  - raising the level of community pride,
  - increasing civic participation by our residents,
  - encouraging collaboration and formal organization of and among neighbors, neighborhoods, youth, non-profit organizations and city



# Applicant Eligibility

- Non-profit organizations
- Neighborhood associations or home-owners associations registered with the City
- Citizen on patrol groups or crime watch groups registered with the Arlington Police Department
- Youth organizations
- Agencies must be a 501(c)3 organization or partner with one to serve as their fiscal agent
- All organizations must also demonstrate ability to meet a 50% match requirement for requested grant funds (minimum of \$500, max of \$10,000)



# Types of Projects

- Safety equipment/lighting
- Neighborhood amenities
- Neighborhood clean up
- Association forming efforts
- Public art
- Neighborhood park improvements
- Historical markers
- Traffic calming
- Beautification
- Neighborhood sign toppers
- Tree planting
- Crime reduction
- Sidewalk repairs
- Action plans



# Application Process

- Interested applicants submit a letter of intent to the City
- Those are reviewed by a committee to establish invitations for full grant application
- Full grant applications are reviewed for project awards
- Recommendations are submitted to City Council for final approval



# 2007 Proposed Schedule

- |   |                |
|---|----------------|
| • Advertising 2007 Program                                      | August 2007    |
| • Informational Meeting (community)                             | August 2007    |
| • Informational Meeting (community)                             | September 2007 |
| • Informational Meeting (liaisons)                              | December 2007  |
| • Letters of Intent Due   | September 14   |
| • Invitations to Submit and<br>Grant Application Packets Mailed | September 21   |
| • Grant Applications Due  | October 19     |
| • Grant Committee Review/<br>Missing Information Identified     | October 24     |
| *Application comments provide for Enhancements                  | October 26     |
| • Final Applications Due  | October 30     |
| • Recommendations to Council                                    | November 6     |
| • Recognition of Winner<br>During the Neighborhood Summit       | November 10    |

\* *Electronic transmission*





# Role of Staff Liaisons

- Each agency who is invited to submit a full grant application is assigned a City Staff Liaison to aid them through the grant process
- Liaisons are paired with projects/organizations that most accurately reflect their expertise
- These staff members help to ensure best practices are used in consideration for the project (advising the agency through the permitting process or in developing their proposed project, etc) and monitor the performance of their organizations during project implementation



# Project Implementation

- Grant funds are issued to the Fiscal Agents (if applicable) within 5 days of contracts being executed
- The timeline submitted with grant application is the basis for the project
- Projects must begin within 60 days of contract execution and be complete within 180 days of contract signature
- Match dollars should be expensed prior to City Grant Funds
- Liaisons should assist organizations during implementation process to ensure successful completion





# Fiscal Agent Responsibilities

- Act as “bank” for grantees
- Grant funds are issued to the fiscal agent and then distributed to grantee
- Keep a record (as evidenced by copies of checks, cancelled checks, and/or bank statements) of funds received from the City and all distributions to the grantee
- Provide verification of dispersed funds with monthly report
- Sign all monthly reports as verification of participation in noted activities



# Monthly Reporting

- During project implementation, both fiscal agents and grantees must submit a monthly report
- Reports are due to staff liaisons by the 25<sup>th</sup> of each month and should include the following documentation (if applicable):
  - Volunteer Time Log
  - Hold Harmless Agreements for all Volunteers
  - Non-Labor Contributions Summary
  - Receipts for any Cash Purchases
  - Proof of Dispersed Funds from Fiscal Agent
- Staff liaison forward the reports to Trudy Lewis for processing should explanation or revision be necessary she will contact you to inform your association



# Sample Report

Spent Grant Money

Match from All Sources

Remaining Grant Money

All additional forms will be attached to this cover page providing documentation of the things cited here.

NEIGHBORHOOD MATCHING GRANTS PROGRAM			
MONTHLY REPORT			
Identification Data			
Organization	Lewis Neighborhood Assoc.	Project Name	Entrance Landscaping
Address	123 Main Street Arlington, TX 76004		
Phone Number	817-555-5555	Submission Date	September 25, 2007
Fax Number	817-555-5554		
Expenditures By Line Item	Original Budget	Amount This Request	Cumulative Requests
Flowers	\$ 500	\$ 250	\$ 250
Bushes	\$ 500	\$ 150	\$ 150
Soil	\$ 100	\$ 100	\$ 100
Mulch	\$ 200	\$ 200	\$ 200
Total	\$ 1,300	\$ 700	\$ 700
Match Reporting By Source	Original Budget	Amount This Month	Cumulative Requests
Flowers	\$ 500	\$ 500	\$ 500
Bushes	\$ 500	\$ 500	\$ 500
Neighbor Labor	\$1,000	\$ 500	\$ 500
Total	\$ 2,000	\$ 1,500	\$ 1,500
Financial Status			
Grant Amount		\$1,300	
Amount This Request		\$ 700	
Total Previous Requests		\$0	
Remaining Balance		\$ 600	
Organization Approval			
Prepared By:		Title:	Date:
<i>Tudy Lewis</i>		Assoc. President	9/20/07
Approved By (Fiscal Agent):		Title:	Date:
<i>John Doe</i>		President	9/21/07
City of Arlington			
Approved/Received By:		Title:	Date:
<i>Michelle Hardin</i>		Staff Liaison	9/25/07

# Closeout

- Grantee is responsible for submitting all outstanding documents to their liaison including:
  - “After” pictures of the project
  - Other verification of project completion
  - Final documentation of match obligations
  - Final documentation of grant expenditures
  - Reimbursement to the City for any unspent funds (payment will likely be from Fiscal Agent)





Questions, Comments, Concerns